



JOHN L. SCOTT, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



March 20, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT RESPONSE TO
COLLABORATE WITH THE LOS ANGELES COUNTY PROBATION DEPARTMENT
AND THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

SUBJECT

The Los Angeles County Sheriff's Department (Department) has reviewed the Blue Ribbon Commission on Child Protection's (BRCCP) request for the Department to collaborate with the Los Angeles County Probation Department (Probation) and the Department of Children and Family Services (DCFS) with the assistance of the Chief Executive Office (CEO) to address the Board of Supervisors' Motion number 5, requiring law enforcement to co-locate within DCFS offices to facilitate completion of background checks of potential caregivers for children placed by DCFS.

SUMMARY

The Department contacted DCFS and Probation regarding inter-departmental cooperation for the purposes of co-locating to provide background checks of potential caregivers of children. Since the publication of the BRCCP, DCFS no longer has a backlog of emergency placement background checks. They are now averaging 30 minutes to complete a background, with no case taking longer than 3 hours. DCFS was able to remedy the backlog with a renewed relationship with the California State Department of Justice (DOJ), and an after-hours background check Memorandum of Agreement (MOA) with Probation. The Department, Probation, and DCFS do not see a benefit to co-locating an outside agency inside a DCFS facility for the purposes of

A Tradition of Service

providing background checks. Background checks can easily be done off-site at the Department, Probation, or DOJ facility without any loss in service or quality.

DEPARTMENT RESPONSE

For several years, the Department provided the necessary background checks for DCFS. This service was provided by a special unit within the Department's Records and Identification Bureau (RIB) and was funded by DCFS. Approximately 15 years ago, DCFS requested cessation of this service by the Department in favor of using DOJ. The unit within RIB was disbanded and the budgeted items were eliminated because this unit was no longer funded by DCFS.

In late 2010, DCFS approached the Department to once again provide background information checks for DCFS. A Memorandum of Understanding (MOU) was submitted by DCFS to the Department and discussions were held. During these discussions, a staffing model was proposed by the Department to DCFS to recreate the Department's unit. Prior to the MOU being agreed upon, DCFS entered into an agreement with Probation to provide background information.

The Department has several concerns with the recommendation to co-locate a Department employee within DCFS for the purposes of providing background information. Penal Code Section 11105 is specific as to why someone can request background information from the California Law Enforcement Telecommunications System (CLETS) to access an individual's arrest records and convictions. Only law enforcement personnel with the appropriate training may use this system. To ensure and verify that the appropriate and correct information is requested and being issued to DCFS, a Department supervisor shall be present to monitor the productivity of Department personnel (law enforcement). Staffing a lone Department employee in a DCFS facility is not recommended. The Department recommends any staffing for the purposes of providing background checks for DCFS to be conducted out of our RIB offices. This would allow us to quickly adapt to fluctuations in requests for service and provide proper supervision.

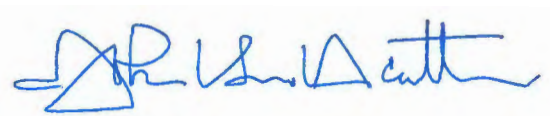
In addition, DCFS provided the Department with statistical information for 2010. Of the 15 days of statistical information provided, DCFS averaged in excess of 530 emergency placements each day, which is now estimated to be over 700. Backgrounds for this number of emergency placements would far exceed a co-located persons' capabilities, and would make the CLETS vulnerable to misuse. The Department believes a staffing model similar to the one created in 2010 should be developed to adequately address DCFS' workload. The proposed staffing model should be based on an agreed upon workload. The Department will have sufficient personnel assigned to each shift to run background checks for emergency placements by DCFS. In addition, a supervisor will

The Honorable Board of Supervisors
March 20, 2014
Page 3

be present to ensure the quality and security of the information requested and for prioritizing incoming requests. The attached proposal is for a 24/7 model based on 200 emergency background checks a day. These figures can be scaled up or down based on a shared workload. All costs associated with the listed items are current as of March 2014.

In the interest of providing services, which benefit and protect the children of Los Angeles County (County) and in the spirit of County inter-departmental cooperation, the Department is willing to re-enter into discussions to facilitate completion of background checks for potential caregivers for the placement of children. However, DCFS appears to no longer need those services.

Sincerely,



JOHN L. SCOTT
SHERIFF

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SHERIFF'S DEPARTMENT - RECORDS AND IDENTIFICATION BUREAU
 PROPOSAL TO DEPARTMENT OF CHILDREN AND FAMILY SERVICES
For 200 CLETS/RAP SHEETS PER DAY - OPERATED 24 HOURS / DAY, 7 DAYS / WEEK

FY 2014-15 COST ESTIMATE AS OF MARCH 13, 2014

	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
ITEM NAME	BUDGET POSITION	ANNUAL SALARY PER ITEM	ANNUAL SALARIES (Col. 1 x Col. 2)	EMPLOYEE BENEFITS (Col. 3 x 52.067%)	DEPARTMENT/ COUNTY OVERHEAD (Col. 3 x 17.401%)	TOTAL COST (Col. 3 + Col. 4 + Col. 5)
(A) SALARIES AND EMPLOYEE BENEFITS (S&EB)						
OPERATIONS ASSISTANT II, SHERIFF	1.0	\$59,577	\$59,577	\$31,020	\$10,367	\$100,964
SUPERVISING RECORDS SYSTEM CLERK, SHERIFF	5.0	51,505	257,525	134,086	44,812	436,423
RECORDS SYSTEM CLERK III, SHERIFF	5.0	47,495	237,475	123,646	41,323	402,443
RECORDS SYSTEM CLERK II, SHERIFF	3.0	45,020	135,059	70,321	23,502	228,882
SUBTOTAL - S&EB	14.0		\$689,636	\$359,073	\$120,004	\$1,168,712 *
(B) SERVICES AND SUPPLIES						
OPERATING SERVICES & SUPPLIES - 3 % (Col. 3 x 3%)						\$20,689 *
GRAND TOTAL						\$1,189,000 *

* These totals do not include the salary / cost of living allowance increase.